GOVERNING BOARD DINNER & LUNCH EXPENSE REPORT

Meal Expense Reimbursement & Tracking Form

Submitted By:

Date of Submission:

Meeting Date:

Meeting Location:

DATE	MEAL TYPE (LUNCH / DINNER)	ESTABLISHMENT & VENUE LOCATION	NO. OF ATTENDEES	NAMES OF BOARD MEMBERS & GUESTS PRESENT	AMOUNT
				Total Dinner Expenses:	
				Total Lunch Expenses:	
				Grand Total:	

Business Purpose & Additional Notes

Submitted By (Signature)

Date: _____

Authorized Board Treasurer / Chair Approval

Date: _____